

FPDC FORM 440

Revised October 31, 2008

NOTICE TO PROCEED

DATE:

TO: Contractor's Name
Contractor's address

Planning Services
☐ Limited ☐ Extended

RE: Agency
Building Name and Project Title
City, Kansas
Project Number

Gentlemen:

You are hereby notified to commence work on the referenced project on Construction Start Date and are to be fully complete with the work, including all punch list items, within Number of Calendar Days consecutive calendar days. Therefore, the contract completion date is Construction Completion Date.

This project is exempt from sales tax. Work should only commence after sales tax exempt certificate is received by the contractor from the agency.

Sincerely,

Your Name
Your Job Title
Facilities Planning, Design & Construction

ec Lori Ploude
Inspector
Agency Representative
Architect or Engineer